

Planning



Thank you for planning and organizing your **Kindergarten Orientation Event** during the month of May. Following are resources and funding information to assist you with planning :

PowerPoint

A [PowerPoint](#) providing overview information about kindergarten is available for you to present to your families. Feel free to customize the content as relevant to your school: school name, team details, programs offered at your school (eg Dual Language, Lighthouse, etc). You might want to include a slide about your school's PTA, PSTA, and Natural Leaders specially if you are involving these teams during your **K Orientation Event**.

Everett Ready

Everett Ready [flyer](#) is available in five languages. Please display the flyers to promote **Everett Ready** and to ensure that families are registering their students / confirming registration preferably before end of school year. As you know, the Transportation Department will schedule bus routes for eligible students enrolled by August 8. Students enrolled after August 8 are welcome to attend Everett Ready but must self-transport.

- o Flyers: [Arabic](#) - [English](#) - [Russian](#) - [Spanish](#) - [Vietnamese](#)
- o Half-Page Flyers for printing: [PDF](#) - [Publisher](#) (download for option to customize information to your school)

ECEAP Sites

For ECEAP students, ECEAP can pay for interpreters in languages spoken by our students / families if they fall outside the approved matrix. This applies for all schools. Requests for interpreters should clearly include 'ECEAP student' on the form to ensure that they are appropriately channeled for payment.

Please refer to the Approved Languages Matrix provided.

Funding

Kindergarten teachers can participate in this event to engage with families during the event's time. In addition, schools can request para support to assist with various tasks: meeting room set-up, greeting / guiding families and interpreters, supervision, translation, etc.

If a teacher is not returning to your school or will be teaching another grade next year, it is not recommended to attend the orientation.

Food purchases cannot be approved at this time unless you have remaining LAP High Poverty funds. A Food Approval Request is required with the event agenda. The Request must be signed prior to the event date / food purchase. If you do not have LAP High Poverty funds, a possible resource for cookies, popcorn, or other snacks is your PTA, Natural Leaders or family donations.

Submit your [Food Approval Request](#) with the agenda to:

Megan Rude, Categorical Programs - Administrative Assistant - mrude@everettsd.org .

o Non-Title I Schools

Compensation for participating K teachers, para's, and interpreters (could be bilingual school staff or Natural Leaders volunteers) comes from your school budget.

o Title I Schools

Title I can pay for the following:

- o Up to 3 hours per participating kindergarten teacher for planning and presenting at the event.

- o Up to a total of six hours of para time to assist with planning, set-up, supervision, etc.
- o Interpreters (RISNW) as needed for families and entering kindergartners for the approved languages per below matrix including up to 2 hours travel time.
- o You may ask bilingual staff at your school to assist with translation. Title I will cover up to 2 hours. Travel time would not apply in this case.

Staff must submit their hours on Timecard Online detailing their relevant activities (example: K Orientation - set up, meet & greet or K Orientation - planning and presenting). Requests must be submitted within the month of service (avoid delaying to June/July) and outsourced to Categorical Programs.

Sign In Sheets

[Sign in sheets](#) are part of the resource packet. Sign in is required for you to be able to account for people present in your building and to have a count of families who attended the event.

K Orientation Kits for each K Family

The kit includes: 1 book **Kindergarten, Here I Come!**, 1 bookmark with reading & math tips, [Kindergarten Readiness Guidelines](#), [Summer Bucket List](#). Kindly encourage families to read the book with their kindergartners using the tips suggested on the bookmark and engage in fun activities with them to build kindergarten readiness skills.

The Kits will be mailed to the Office Managers after spring break for distribution at the event. Feel free to include any other resources such as your school's kindergarten supply list, schedules, recent newsletter, etc.

Reminder

A list of students rolling-up from ECEAP, DPK, & Transitional Kindergarten will be sent to office managers after spring break. Please include these families in any communication about kindergarten and **K Orientation** at your school.

Activity Ideas

- o Tour the school and K classrooms
- o Introduce key staff
- o Visit the playground with information regarding guidelines and safety
- o Facilitate an activity or game for families to meet and connect
- o Include time for questions

Invitation Flyer

Feel free to use the proposed invitation form, available [here](#), adding your school name, event's date & time, and school logo or create your own.

Getting Ready for Kindergarten Resource Folder

This is the [link](#) to access the folder

Note: the PowerPoint is uploaded in PDF Format. Following are directions on how to convert Into PowerPoint to customize information as needed:

1. Open the document in Acrobat
2. Click on 'Export PDF' tool in the right pane
3. Choose 'Microsoft PowerPoint' as your export format
4. Click 'Export'
5. Save as new file

Approved Languages for Group Translations & Interpreters

School	Language	Arabic	Chinese Mandarin	Chinese Unspecified	Hindi	Korean	Marshallese	Russian	Spanish	Tamil	Telugu	Ukrainian	Vietnamese
Cedar Wood Elementary			✓		✓				✓		✓		
Emerson Elementary									✓				
Forest View Elementary					✓				✓		✓		
Garfield Elementary									✓				
Hawthorne Elementary	✓						✓		✓				
Jackson Elementary									✓				
Jefferson Elementary									✓				✓
Lowell Elementary									✓				
Madison Elementary									✓				
Mill Creek Elementary									✓				
Monroe Elementary									✓				
Penny Creek Elementary	✓								✓				
Port Gardner School								✓					
Silver Firs Elementary													
Silver Lake Elementary								✓	✓			✓	
Tambark Creek Elementary					✓					✓			
View Ridge Elementary									✓				
Whittier Elementary									✓				
Woodside Elementary									✓				